

## ***FILING INSTRUCTIONS FOR REGISTRATION OF CHARITABLE ORGANIZATIONS***

**Each application for registration must include the following documents and fee:**

### **Documents**

- **Completed application form (containing (2) notarized signatures)**
- **Completed Summary of Financial Activities form (containing (2) notarized signatures)**
- **IRS Form 990, if one was required to be filed with the IRS**
- **Audited financial statement (If organization grossed more than \$500,000 in revenue)**
- **Governing documents (Articles of Incorporation, by-laws, etc.)**
- **IRS determination letter granting tax-exempt status, if applicable**
- **\$50.00 filing fee**

**NOTE: Registration must be renewed annually**